

ADMINISTRATIVE — INTERNAL USE ONLY

27 September 1983

MEMORANDUM FOR: Chief, New Building Project Office

FROM:

[redacted]
Chief, Records Management Division/OIS

SUBJECT: Meeting on New Building Registry Requirements

1. On behalf of the Records Management Division, I would like to express my appreciation for the briefing on new building registry requirements presented by [redacted] of your staff. I also appreciate the personal attention and additional information that you provided to [redacted] of my staff. I feel that the information provided at both meetings will help us in developing standard registry or information services centers to meet the future information needs of Agency offices.

2. With regard to the 700 feet you have allocated for registries of the new building on each floor, we believe that this space is adequate for your planning purposes. That space probably would accommodate basic registry operations, such as, mail handling, document control reference service, and records disposition. As we indicated at our meeting on 20 September, that amount of space may not be sufficient for carrying out many special services that are currently performed by registry personnel in the DDA and DDS&T. It may be that these special services can be provided on a centralized basis rather than by individual offices. A centralized approach would be consistent with our effort to standardize registry functions in the new building and could result in some space savings. Over the next few months, we will attempt to identify the additional space that may be needed in the new building to accommodate activities of this type.

3. We hope to test the concept of a standardized registry in the Ames Building during the next few months. That experience, coupled with our on-going analysis of the specific registry requirements of all DDA & DDS&T offices, should enable us to provide you with additional input on space needed for registry operations prior to your June 1984 "fit-up". At the appropriate time, we also plan to meet with representatives of the Offices of Data Processing, Communications, and Logistics to coordinate our planning for support activities in the new building and to determine what other space savings might be possible through other types of consolidation.

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4. Thanks again for the briefing and assistance provided by your staff. We look forward to working closely with you as plans for the new building move ahead. We will do our best to provide you with the information and details on registry requirements that you need for your planning. You should be aware, however, that we are breaking new ground with the concept of a standardized registry and must still convince components that this approach is viable and will meet their particular needs. I am hopeful that with the experience gained here in the Ames Building we will be able to convince Agency management of the viability of this approach.

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(27 September 1983)

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